



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

OFFICE OF THE REGISTRAR

ASSAM AGRICULTURAL UNIVERSITY ::: JORHAT

NOTIFICATION

The 5th May, 2025

No.AAU/RG/1.5.115 (Leave Rule)/2025-26/1858.- In pursuance of the recommendation of the 266th Meeting of the Borad of Management held on 18th May, 2024 and with approval of the Hon'ble Governor, Assam cum Chancellor of Assam Agricultural University vide letter No.GSA.87/2000/Pt./259 dated 26th March, 2025 the Hon'ble Vice Chancellor of Assam Agricultural University is pleased to notify the Assam Agricultural University Leave Rules (As Amended), 2024 applicable to all the regular employees of the University.

This will come into force with effect from the date of this notification.

T. K. GOHAIN,

Registrar,

Assam Agricultural University, Jorhat.

Assam Agricultural University Leave Rules (As Amended), 2024

(Approved by the Board of Management in its 266th meeting held on 18.05.2024 and approved by the Hon'ble Governor, Assam and Chancellor of Assam Agricultural University vide No. GSA.87/2000/Pt./259 dated 26th March 2025)

1. Short Title, Commencement and Jurisdictions:

- (1) These Rules shall be called the Assam Agricultural University Leave Rules (As Amended), 2024.
- (2) They shall come into force from such date as notified by the University Authority. These rules shall, except as may be specifically provided otherwise by the terms of appointment in any particular case, apply to all the employees of the University.

2. Definitions:

The words and expressions in these rules unless there is anything repugnant in the context shall have the meaning here-in-after explained.

- (1) 'University' means- the Assam Agricultural University.
- (2) 'Government' means- the State Govt. of Assam unless otherwise stated.
- (3) 'Authority' means any authority vide section 9 of the Act.
- (4) 'Competent Authority' in relation to the grant of any leave to an employee under these Rules means the officer of the authority authorized by these Rules to grant such leave to the employee.
- (5) 'Heads of Administrative Department' means and includes the Registrar, Comptroller, Deans, Directors, Chief Librarian and such other Officers/Teachers as may be declared as such by the competent authority.
- (6) 'Actual Service' means the period spent on duty.
- (7) 'Regular Service' means a person who has been appointed against a regular vacancy either through direct recruitment or through promotion and who has completed the period of probation, as the case may be, to the satisfaction of the appointing authority but not on ad-hoc/contractual/daily wage terms.
- (8) 'Employee'- Employees of the university for the purpose of these rules means teachers, scientists, officers, and all other staffs (i.e. belonging to administrative, accounts, technical, library, medical units etc.) drawing a pay in a regular time scale of pay other than M.R. Workers, Contractual Workers, Project Staff, Casual labours.
- (9) 'Teaching employee' means the teaching, research & extension staff of a college or division of the University including all members of the staff having the rank of Assistant Professor and above.
- (10) 'Non-teaching employee' means employee of the University other than teachers of the University and such other employee as defined otherwise.

- (11) 'Lien' means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he/she has been appointed substantively.
- (12) 'Deputation' means when an officer is appointed from outside the cadre or from outside the direct line of promotion for a limited period by the end of which he will have to revert to his parent cadre, he is known to be on deputation. The term deputation is used when officers from Central Government Departments, State Government or Union Territories are considered for appointment.

3. General Conditions of Leave:

- (1) Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the public service.
- (2) The Vice-Chancellor shall have the discretion at any time to recall to duty any employee of the University who may be on leave. When an employee is recalled to duty the Vice-Chancellor may grant him such travelling allowances as may be admissible under the rules.
- (3) Leave shall ordinarily be deemed to commence on the day before the expiry of the forenoon where in any employee relinquishes his duty and to end on the day which immediately precedes the day before the expiry of the forenoon where in the resumes his duty.
- (4) When the day which immediately precedes the day on which an employee's leave commences or which immediately follows the day on which his leave is due to end, is a holiday(s) such holiday(s) may be combined with the leave and he may be permitted according to as the case may be to relinquish his/ her duty and leave his station at the close of the proceeding such holidays or to return to the station and resume his duty on the forenoon of the day following such holiday(s).
- (5) When an employee under clause (4) is to combine leave with any holiday(s) his leave shall be deemed to commence or end, as the case may be, on the day on which it would have commenced or ended if it had not been combined with such holiday(s).
- (6) Holiday(s) may be permitted to be combined with leave by the competent authority, but if a holiday falls between two periods of leave so as to result in a continuous period of absence from duty over the entire period such holiday(s) shall be treated as part of the leave, except in case of casual leave.
- (7) An employee who remains absent from duty for any period after the end of any leave during such period and shall not be entitled to any leave salary for the period of such absence unless his leave is extended by the competent authority.
- (8) No employee who has been granted any leave on medical ground shall return to duty unless a medical certificate of fitness is furnished.
- (9) Unless permitted to do so by the competent authority an employee shall not return to duty before the end of any leave granted to him.
- (10) No leave shall be granted to an employee who has been placed under suspension or served with notice of termination of service on disciplinary ground.
- (11) All leave to the credit of an employee shall lapse on the date on which he retires.

Provided that if in-sufficient time before the date on which such retirement is due he applies for any earned leave at his credit and the same has been refused to him in whole or in part in the interest of the University, the competent authority, may on a subsequent application grant the whole or any part of such refused leave even though the leave so granted may extend beyond the date on which such retirement is due.

Provided further that an employee whose service has been extended in the interest of the University or reappointed after the date of such termination may similarly be granted within the period of extension or re-appointment any earned leave which could have been granted to him under the proceeding provision had his services been terminated on that date and in addition any earned leave due in respect of such extension or re-appointment.

- (12) No whole-time employee shall, while on leave accept any salaried appointment or undertake any remuneration work other than works in connection with any examination of a University or a Board unless the Vice-Chancellor or the Board of Management as the case may be, pursues him to do so.
- (13) Unless the Board of Management decide otherwise, an employee shall be deemed to have ceased to be in the service of the University after he has been continuously absent from duty on leave or otherwise for a period of five years.
- (14) A leave account in prescribe form shall be maintained in respect of every employee and the competent authority shall be responsible for its proper maintenance.
- (15) An employee shall have only one leave account irrespective of his holding additional appointment(s) under the University. In the case where an employee is granted leave in respect of a substantive appointment, he shall be on leave in respect of the additional appointment held by him.
- (16) Every application for leave shall be given in writing.
- (17) No leave shall be availed before it is granted by the competent authority.

Provided however, that when an employee is compelled by unavoidable circumstances to absent himself from duty before he has been granted leave, he shall forth with report the full facts of the case to the competent authority and apply for leave if he has not already done so.

- (18) If an employee is absent from duty without having been granted leave or without previous permission of the competent authority or if he defaults without sufficient reason(s) in reporting his absence from duty as required, the competent authority may treat the period of such absence from duty as extraordinary leave.
- (19) If an employee deliberately violates any of the provision(s) of these Rules without sufficient reason(s) he shall be deemed to have committed an act of indiscipline.
- (20) All the general conditions as well as rules in regard to all statutory leaves are subject to change/modification automatically as and when any changes/modifications notified by the Govt. of Assam.

4. Kinds of Leave:

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Earned Leave
- (d) Half Pay Leave
- (e) Extra-Ordinary Leave
- (f) Study Leave
- (g) Commuted Leave
- (h) Leave not due
- (i) Duty Leave
- (j) Special Types of Leave
 - (i) Medical Leave
 - (ii) Maternity leave
 - (iii) Quarantine leave
 - (iv) Paternity leave
 - (v) Child Adoption Leave for Female Employee
 - (vi) Child Care Leave
 - (vii) Sabbatical Leave
 - (viii) Surrogacy Leave
 - (ix) Work Related Illness and Injury Leave
 - (x) Special Leave Connected to Inquiry of Sexual Harassment
 - (xi) Special Disability Leave
 - (xii) Leave to Probationers
 - (xiii) Compensatory Leave
 - (xiv) Leave on Transfer

(a) Casual Leave:

- (1) Casual leave may be granted to an employee on previous application on the ground of illness or urgent private affairs. Such leave cannot be accumulated and carried over to the next year or joined with any other kind of leave except the special casual leave.
- (2) The maximum days of casual leave which may be granted to an employee shall be **12 days during** a calendar year, subject to the provisions of Sub-rules (4) and (5) of Rules 3 under General Conditions of Leave. Casual leave may be granted to an employee in combination with holiday(s) provided that the total period of his absence from duty including such holiday(s) does not exceed **10 (ten) days** at any time.

(b) Special Casual Leave:

- (1) Special Casual leave not exceeding 10 (ten) days in a Calendar year may be granted to an employee by the appointing authority on special grounds.
- (2) Special Casual leave for sterilisation operation may be granted to a male employee upto 6 (six) working days and to a female employees upto 14 (fourteen) days on production of medical certificate.
- (3) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- (4) Special Casual Leave can be granted to an employee who donates blood on a working day for that day only.

Special casual leave can be availed of to :

- i) Conduct examinations/interviews of a University/Public Service Commission/Board of Examination or other similar bodies/institutions.
- ii) Inspect academic institutions attached to a statutory board, etc;
- iii) Participate in a literary, scientific, administrative, or educational conferences, workshops, symposiums or seminars, by bodies recognized by the University authorities;
- iv) Participate in sports activities, mountaineering, trekking expeditions, cultural activities, employees' union and association activities;
- v) Give evidence before a court of law as witness in a civil or a criminal case in which the staff member's personal interests are not at stake;
- vi) Participate or undertake activities which may benefit the University or the community and society at large, as approved by the Vice Chancellor.

In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(c) Earned Leave:

- (1) (a) Earned leave shall be credited to an employee at the rate 2½ days for each completed calendar month of service which he/she is likely to render in a half-year of the calendar year in which he is appointed.
(b) Advanced credit :
1st January every year = 15 days
1st July every year = 15 days
- (2) The maximum period of earned leave that may be sanctioned at a time shall not exceed 120 days. Earned Leave exceeding 120 days may however, be sanctioned by the competent authority in case of higher study or training or medical grounds or when the entire leave or a portion thereof is spend abroad.

NOTE:

- (a) No part-time employee shall be entitled to any earned leave.
- (b) For the purpose of these Rules a probationer shall be treated as a permanent employee.
- (c) When a temporary employee who has lien on any permanent post is subsequently appointed to a permanent post without any break in his service, he shall be credited on such appointment, with the amount of earned leave which would have been admissible to him if the actual service prior to such appointment had been rendered by him as a permanent employee provided that all earned leave which he may have already taken shall be debited against his leave account for the purpose of this rule.
- (d) Accumulation and Encashment of earned leave shall be allowed to AAU employees as applicable to the employees of Govt. of Assam.
- (e) An employee may submit his/her application to the Competent Authority for grant of earned leave on domestic ground in advance (**except for sudden genuine cause/reason**), i.e. minimum 15 (fifteen) days, from the date planning to avail earned leave. Applications for Earned Leave on medical grounds must be submitted along with the relevant medical certificates and recommendation from the AAU Medical Officer/ Registered Medical Practitioner and can be availed on emergency basis.

(d) Half Pay Leave:

Half pay leave admissible to an employee (permanent or temporary) shall be 20 days for each completed year of service.

It is credited to the Leave account in advance in two instalments, ten days on 1st of January & 10 days on 1st of July each year.

NOTE: A completed year of service means continuous service of specified duration under the University and include period spent on duty as well as leave including extraordinary leave.

(e) Extra-Ordinary Leave:

- (1) Extra ordinary Leave may be granted to an employee in the following special circumstances:
 - (a) When no other leave is admissible to him.
 - (b) Although any other leave is admissible, he applies in writing for the grant of extra-ordinary leave.
- (2) Except in the case of a permanent employee the duration of extra ordinary leave shall not exceed 90 days at a time.
- (3) Extra Ordinary leave may be combined with any other leave except casual leave or special casual leave.
- (4) The competent authority may convert retrospectively in the case of any employee any period of absence from duty without leave into extra ordinary leave.
- (5) Extra Ordinary leave shall always be without pay and allowance and shall not count for increment except in the following cases:

- (a) Leave taken on medical ground.
- (b) Cases where the competent authority is satisfied that the leave was taken due to causes(s) beyond the control of the employee.
- (c) Leave taken for prosecuting higher study.

(f) Study Leave

**Rules of Study Leave and Training for Teaching/Technical Staff of AAU
(AAU/RG/ACAD(BoM)/2022-23/2071 dated 14/07/2022)**

(i) Study leave:

1. Unless otherwise provided in these rules, study leave may be granted to the Teaching/Technical Staff in the interest of the University.
2. Study leave shall be granted to a teacher and other subject to the condition that he/she preferably applies for obtaining Ph.D. from a University where from he/she has not obtained two degrees (Bachelor's and Master's).
3. Study leave with full pay may be granted after completion of minimum of 3 (three) years continuous service to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university/organisation and methods of education. Study leave shall not be granted to a teacher/technical staff who is due to retire within 5 (five) years after the expiry of study leave from the date on which he/she is expected to return to duty.
4. All applications for the Study leave should come through proper channel in prescribed form as and when applications are invited for the purpose. However, total number of teachers to be granted study leave shall not exceed 1-2 (one to two) teachers in a discipline in teaching/research depending upon the faculty strength. The total number of technical staff as defined in Clause 1 to be granted study leave shall not exceed 1-2 (one to two) nos. in a discipline among KVKs/Veterinary Clinic depending upon the staff strength. This will also be restricted to 1 (one) technical personnel in alternate year from a particular KVK/Veterinary Clinic. This rule will not hold good, if a candidate gets award of national/international fellowship to pursue higher studies.
5. A teacher and technical staff who has been granted study leave shall give a written undertaking to the effect that he/she serve the university soon after return from studies for a continuous period of at least 5 (five) years to be calculated from the date of resuming duty after expiry of study leave failing which he/she shall have to refund the entire amount spent on him or the amount mentioned in the bond executed by him/her together with interest accrued thereon to the university.
6. Study leave may be granted not more than twice during one's career provided a period of 5 (five) years have elapsed with continuous service after the completion of 1st leave. However, the maximum of study leave admissible during the entire service should not exceed five years.

7. No teacher and technical staff who has been granted study leave shall be permitted to alter subsequently the course of study/programme of research without the prior permission of the Vice Chancellor.
8. Period of study leave admissible shall not exceed two years in case of Master's degree and three years in case of Ph.D degree.
9. A teacher and technical staff granted study leave shall on his/her return and rejoining the service may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher/technical staff shall be eligible to receive arrears of increment.
10. A teacher or technical staff on study leave shall not be entitled to any other compensatory allowances like stipend, TA & DA for joining and leaving the study programme or for attending viva-voce etc.
11. A teacher or technical staff on study leave shall not be permitted to take up any part time job or to receive any other remuneration during the period of study leave. The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only, if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken in case of an Indian fellowship which exceeds the salary of the teacher/technical staff, the salary would be forfeited.
12. Study leave may be combined with earned leave, half pay leave, extra ordinary leave etc. due at his/her credit as per provisions of leave rules of the university.
13. A teacher or technical staff who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post (to be made separate clause).
14. Study leave shall count as service for pension/CPF/GPF provided the teacher and technical staff joins the university on the expiry of his/her study leave.
15. Study leave granted to a teacher or technical staff shall be deemed to be cancelled in case it is not availed within 12 months of its sanction provided that where leave granted have been so cancelled. A teacher/technical staff may apply again for such leave after a lapse of at least 3 years. However, the teacher/technical staff who cannot avail on his health ground he/she may apply after one year provided there is no other eligible teacher in his/her discipline.
16. A Teacher or Technical Staff :
 - a) Who is unable to complete his/her studies within the period of study leave granted to him/her or
 - b) Who fails to rejoin the service of the university on the expiry of his/her study leave or
 - c) Who rejoins the university but leaves his/her service before completing the stipulated service in the bond or

d) Who within the said bond period is dismissed or removed from service by the university.

Shall be liable to refund to the university the bond money along with interest, if any, in connection with the expiry of his/her leave for the purpose of recovery of the dues under these rules.

17. After the leave has been sanctioned, the teacher and technical staff shall before availing the leave, execute a bond in favour of the university binding himself/herself for the due fulfilment of the condition(s) laid down in clauses 4 and 12 above and give security of immovable property to the satisfaction of the university or a Fidelity Bond of an Insurance Co. Or a Guarantee by a Scheduled Bank or furnish security of two permanent employees for the amount which might become refundable to the University in accordance with clause 12 above.
18. A teacher or technical staff on study leave shall submit to the Registrar bi-annual of progress in studies from his/her supervisor or the Head of Institution with copies to his/her controlling officers. This report shall reach within one month of the expiry of every 6 months of the study leave. If the report does not reach within the time specified or if the reports received are not satisfactory the payment of leave salary shall be deferred till receipt of satisfactory progress report.
19. If the selected candidates commit breach of any provision of these rules or fails to join the place of study or training within the prescribed period or discontinue the course of study or training or does not make satisfactory progress in the course for which study leave is granted or is recalled or sent back for misconduct, his leave shall be cancelled and the bond money be recovered.

(ii) Leave to Teachers/Technical Staff for attending training both inside and outside country:

1. A teacher/technical staff sponsored by the University for any type of training in the interest of the University shall be granted duly leave with full pay and allowances.
2. Teachers/Technical Staff who are free of obligation towards the University shall be granted study leave to undergo training subject to the rules prescribed for study leave.
3. If a teacher/technical staff desires to undergo training after availing the 5 years of study leave, and have no bond with the University, he/she may be allowed to avail the training in lieu of the leave due to him.
4. Training for a period of 6 months shall be treated as short term training and training above 6 months duration shall be treated as long term training.
5. Teachers/Technical Staff who are under bond but served at least for a period of 3 years of the bond shall be allowed to undergo short term training once during the bond period with leave due at his/her credit with the condition that period spent on such training shall be added to the period required to serve the University as per term of bond he/she has executed. In case a teacher/technical staff fails to rejoin after expiry of the permitted period his/her salary be stopped and he/she be asked to report back immediately. The head of the institution/ employer where the training is undertaken be also intimated about his/her liability with the University. Even after that is he/she overstayed and fails to report back, disciplinary proceedings shall be initiated.

6. Teachers/Technical Staff who are under the bond period shall be allowed to undergo long term training both inside and outside the country, provided he/she shall refund the full amount of bond money before his/her release from the University.

(iii) Study leave to Non-teaching Employees of AAU

Study leave to Non-teaching employees under AAU shall continue as per the Government as recommended under Clause-19 by the CPC-2017.

(iv) Skill Enhancement Leave to Permanent Non-teaching Employees of AAU for pursuing higher studies/acquiring skills in relevant sphere of his/her duties

1. Conditions for the Grant of Skill Enhancement Leave

- 1.1** Skill Enhancement leave may be granted to an employee with due regard to the need and exigencies of University service to enable him/her to undergo a special course of study including his/her studies or specialized training, within the country or outside, in a subject relevant to his/her professional requirements.
- 1.2** Subject to the conditions hereinafter specified in these rules. Skill Enhancement leave may be granted to a non-teaching employee (i.e. a member of the administrative, accounts, technical, library, medical staff etc.) who is-
- 1.2.1.** Confirmed in service and has rendered not less than 3 (three) years of continuous service in the University.
- 1.2.2** Not due to retire or has not the option to retire from the University service within **3 (three) years** of his/her expected return to duty after the leave, and
- 1.2.3** Who fulfils the minimum qualifications for admission to a full time course of study/academic programme.
- 1.3 The above leave shall be granted subject to following conditions :**
- 1.3.1** can granted for a maximum period of **6 (six) months**.
- 1.3.2** that the particular course or training is approved by the authority competent to sanction the Skill Enhancement leave; and
- 1.3.3** that the employee be required to submit, on his/her return from leave, a full report on the work done by him/her while on Skill Enhancement leave.
- 1.3.4** At no time, shall more than 5% of the strength of the employees on rolls of the University be allowed to avail of the Skill Enhancement leave.
- 1.4** Skill Enhancement leave shall not be granted unless it is certified by the competent authority that the proposed course of study shall be in the University interest.

- 1.5 Skill Enhancement leave for pursuing course of studies outside India shall not be granted for those courses where adequate facilities for studies exist in India.
- 1.6 Skill Enhancement leave may be granted only once in his/her entire service career.
- 1.7 Skill Enhancement leave to a non-teaching employee shall not be considered as a "right" but be treated as the privilege of the University.

2. Competent Authority to grant Skill Enhancement Leave

Skill Enhancement leave shall be granted by the Vice Chancellor, AAU on the recommendation of the Skill Enhancement leave Committee for Non-teaching Employees (Standing Committee) may be constituted with approval of the Vice-Chancellor.

- 2.1 The Skill Enhancement Leave Committee for Non-teaching Employees (Standing Committee) may be constituted with approval of Vice-Chancellor as follows:

Chairperson : Registrar, AAU

Member : One member from among the Deans/Directors/Chief Librarian.

Member : Comptroller, AAU

Convener: Deputy Registrar (P) or Assistant Registrar(G)/Administrative Officer

3. Application for Skill Enhancement Leave

3.1 The Application invitation procedure, etc for Skill Enhancement Leave for Non-teaching Employees of AAU will begin in the month of January (first week) every year and the entire procedure including scrutiny of application, recommendation of the Skill Enhancement Leave Committee and final approval will be completed by the end of March every year.

3.2 Application for Skill Enhancement Leave in the prescribed format **(Annexure-I)** shall be submitted through proper channel to the Chairperson, Skill Enhancement Leave Committee for Non-teaching Employees, at least six months before the date on which the employee intends to avail himself/herself of such leave.

3.3 The Committee shall, after scrutinizing the applications, forward them to the Vice-Chancellor/Registrar along with its recommendations or with such other remarks as it may deem proper.

3.4 The concerned Committee in recommending cases of Skill Enhancement Leave shall take into account (i) the number of employees in the University, (ii) the recruitment of the University as a whole for specialist in the relevant fields of specialization (iii) the exigency of work (iv) the financial implications of each proposal and (v) any other factor which may have a bearing on the overall interest of the University.

4. Approval of particulars of Skill Enhancement Course

In the normal course, the employee should furnish the full particulars of the course of study which he/she intends to pursue and the place of study where such study is to be pursued, along with the application for the Skill Enhancement Leave. Where he/she is not able to do so at the time of

application, he/she shall submit the particulars thereof as soon as possible and shall not, in any case, join course unless specific approval is given by the University. If, however, an employee joins a course of study without obtaining the prior approval of the competent authority of the University, he/she shall not be eligible for Skill Enhancement Leave.

5. Execution of Bond and submission of relevant certificates

5.1 Every employee who has been granted Skill Enhancement Leave, or extension thereof, shall be required to execute a bond in the form so prescribed before going on Skill Enhancement Leave, or extension thereof, pledging to serve the University for a period of not less than **three** years after rejoining service at the expiry of the Skill Enhancement Leave.

5.2 The Comptroller, AAU shall be informed in writing to the effect that the employee who has been granted Skill Enhancement Leave has executed the requisite bond to enable him to release the salary of the employee, if payable, during the leave period.

5.3 On completion of the course of study, the employee shall submit to the Registrar, AAU a proof of having undergone the course including certificates, if any, of examinations passed along with information showing the date of commencement and termination of the course of study with remarks, if any, of the Institution where the study is undertaken.

Note: Where the leave is granted for courses/ studies abroad, the Head of the Indian Diplomatic Mission concerned should be informed by the University of the fact of granting leave. The employee shall contact the Head of the Mission for issue of any letters of introduction or for other similar facilities that may be required.

6. Accounting of Skill Enhancement Leave and its combination

6.1 Skill Enhancement Leave shall not be debited against the regular leave account of the employee but the fact of having granted such leave shall be recorded in the Service Book of the employee.

7. Regulation of Skill Enhancement Leave extending beyond the course of study

Skill Enhancement Leave may be combined with earned leave, half pay leave, extra ordinary leave due at his/her credit as per provisions of leave rules of the university.

8. Increments during Skill Enhancement Leave

8.1 The Skill Enhancement Leave shall count for increment but not for accumulating other kinds of leave. The increment falling due during the Skill Enhancement Leave shall be allowed with retrospective effect after the employee resumes duty. Skill Enhancement Leave with pay (whether full or half) will count as service for pension provided the employee rejoins duty on expiry of the Skill Enhancement Leave granted to him/her.

8.2 Any extra qualifications/skills acquired during the Skill Enhancement Leave will automatically make the employee eligible for incentives in form of one increment as recommended in the ROP- 2017 (subject to receipt of clarification from the Govt. of Assam as sought).

9. Payment of Salary

9.1 Full pay shall be paid during Skill Enhancement Leave.

9.2 An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance or Hill Allowance during the period of Skill Enhancement Leave, provided that the Vice-Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full.

9.3 The amount of scholarship, fellowship or any other financial assistance that an employee on Skill Enhancement Leave may be awarded will not preclude his/her being granted Skill Enhancement Leave with full/half pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Skill Enhancement Leave.

10. Refund of amount owing to resignation or retirement after availing Skill Enhancement Leave

10.1 An employee

- a) Who is unable to complete his/her studies within the period of Skill Enhancement Leave granted to him/her, or
- b) who fails to rejoin the service of the University on the expiry of his/her Skill Enhancement Leave, or
- c) who rejoins but leaves the service within **three years** of the date of rejoining, or
- d) who within the said period is dismissed or removed from service by the University.

Shall be liable to refund to the University the amount of leave salary and allowances paid to him/her or any other expenses incurred on the employee or on his/her behalf in connection with the studies, together with interest thereon at the rate of interest that may be fixed by the Board of Management to be charged from the date of such payment.

11. Miscellaneous

Skill Enhancement Leave granted to an employee shall be deemed to have been cancelled if it is not availed of within three months of its sanction **provided** that where Skill Enhancement Leave granted has been so cancelled the employee concerned may apply again for such leave after the lapse of one year.

(g) Commuted Leave:

Commuted leave not exceeding half the amounts of half pay leave may be granted only on medical grounds to an employee in permanent employment subject to the following conditions.

- (1) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (2) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason(s) to belief that the employees will return to duty on its expiry.

(k) Leave not Due:

Same in the case of leave preparatory to **retirement** leave not due may be granted to an employee in permanent employment for a period not exceeding 360 days during his/her entire period of service out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical grounds. Such leave will be debited against the half pay leave an employee may earn subsequently.

NOTE:

- (i) Leave not due should be granted only if the authority empowered to sanction the leave is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to the half pay leave he/she is likely to earn thereafter.
- (ii) An employee to whom "Leave not due" is granted shall not be permitted to tender his resignation from the service so long as the credit balance in his/her leave account is not covered by active service, or he refunds the amount paid to him/her as pay in allowance for the period not so earned. In the case where the retirement is unavoidable on account of ill health incapacitating the employee for further service the refund of leave salary for the period of leave still to be earned may be waived by the Board.
- (iii) In any other exceptional cases the Board may waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(i) Duty Leave: (as accepted by the Academic Council held on 27th Dec., 2019):

1. Duty leave up to 30 days in an academic year may be granted for the following purposes:
 - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Summer School, Winter School, CAFT, Conference, Congresses, Symposia and Seminar etc., as a delegate nominated by the University or with the permission of the University.
 - b) Delivering lectures in institutes and universities at the invitation of such institutes and universities and accepted by the Vice-Chancellor.
 - c) Conducting examination and attending Selection Committee meeting in outside institutes with due approval of the Vice-Chancellor.
 - d) Working in another Indian or Foreign University, any other agency, institution or organization, when so deputed by the University.
 - e) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, the ICAR, a sister university or any other academic body, as approved by the Vice-Chancellor.
 - f) Attending meeting in the UGC, ICAR, DST, DBT etc., where a teacher is invited to share her/his expertise with an academic body, Government agency or NGO and also to defend research proposal(s).
 - g) For performing any other duty assigned to her/him by the University.

2. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
3. The leave may be granted with full pay, provided, if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, she/he may be sanctioned duty leave on reduced pay and allowances.
4. Duty leave may be combined with earned leave, half pay leave or extraordinary leave or casual leave.
5. Like EL and CCL, a separate account shall be maintained for Duty Leave as well by each of the Department/Establishment.
6. No leave will be granted to an incumbent during the probationary period.

(I) Special Types of Leave:

i. Medical leave:

As per Govt. of Assam Rules.

ii. Maternity Leave:

- i) Maternity leave may be granted to a full-time/regular female employee on full pay for a period which may extend up to 180 days from the date of its commencement.
- ii) Maternity leave not exceeding 45 days may also be granted to a female AAU employee (irrespective of the number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of medical certificate verified by the University Medical Officer/Registered Medical Practitioner.
- (iii) During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iv) Maternity leave may be combined with leave of any other kind.
- v) Maternity leave granted to an employee shall not be debited against her leave account.
- vi) The above rules are subject to change/modified automatically as and when any changes/modifications notified by the Govt. of Assam.

iii. Quarantine Leave:

- (i) Quarantine leave may be granted to an employee when he is ordered by the competent authority not to attend office in consequence of the presence of any infections/ contagious disease(s) (e.g. smallpox, cholera etc.) in his/her family/household. Such leave may be granted on the production of certificate from

the Medical Officer of the University for a period not exceeding 21 days. It may be combined with earned leave, half pay leave or extra ordinary leave but not with casual leave.

(ii) Quarantine leave granted to an employee shall not be debited to his leave account.

Note: If an employee suffers himself from any of the infectious/ contagious diseases he shall be on leave on medical grounds for the period of quarantine.

iv. Paternity Leave

(i) A male AAU Employee (including probationer) with less than two surviving children, may be granted Paternity Leave by competent authority for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.

(ii) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) The paternity Leave may be combined with leave of any other kind.

(iv) The paternity leave shall not be debited against the leave account.

(v) If Paternity Leave is not availed of within the period specified in sub-rule (i), such leave shall be treated as lapsed.

(vi) A male AAU employee (including a probationer) with less than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a **child below the age of one year**, may be granted Paternity Leave for a period of 15 days, within a period of six months, from the date of accepting the child in pre-adoption foster care or on valid adoption (as certified by the Competent Authority), as the case may be.

v. Child Adoption Leave for Female Employees:

1) A female regular AAU Employee, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a **child below the age of 1 (one) year**, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days, immediately after accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in case where the pre-adoption foster care is not followed by valid adoption of the child, the leave already availed shall be debited from any other kind of leave available to the credit of such female AAU Employee.

2) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3) (a) Child adoption leave may be combined with leave of any other kind.

(b) In continuation of the child adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave.

Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

4) Child adoption leave shall not be debited against the leave account.

vi. Child Care Leave (AAU/RG/ACAD-234(AT)/2020-21/7597-7613 dated 03/03/ 2021)

Child Care Leave (CCL) is granted to women employees for a maximum period of two years (730 days) during their entire service period for taking care of their minor child up to eighteen years of age, limited to 2 (two) children only.

The Child Care Leave shall not be debited against any other leave and a separate account shall be maintained similar to that of EL.

The Child Care Leave may be combined with leave of any other kind, if due and admissible.

The Child Care Leave shall not be claimed as a matter of right and under no circumstances can any employee proceed on Child Care Leave without prior approval of the leave sanctioning authority.

The period of wilful absence or unauthorised absence shall not be converted into Child Care Leave.

The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave with retrospective effect,

The CCL may be granted not more than 3 (three) spells in a calendar year. CCL may not be granted for less than 5 days.

Child Care Leave shall be granted for childcare matters which cannot be postponed, like child's immunization school registration etc.

Child Care Leave shall only be granted if it does not disrupt the functioning of the establishment. The controlling officer shall exercise his/her wisdom to take appropriate decision on granting of CCL keeping in consideration the applicant's urgency for leave and office needs.

The CCL will be granted only against specified purpose, on submission of relevant documentary evidence like medical certificate or examination time table.

1. No CCL will be admissible to an employee during probation period.
2. As Child Care Leave is akin to Earned Leave in nature the Saturdays, Sundays, Gazetted holidays etc. falling during the period of Leave would also be counted for Child Care Leave, as in case of Earned Leave.
3. An application for granted of Child Care Leave by a women employee already on Leave (other than CCL) within India or out of India, who submits her application for grant of CCL, may be considered

provided she submits application one month before the expiry of Leave. If Child Care Leave is not sanctioned by the competent authority before the expiry of Leave, she shall have to join her duty.

4. The CCL is meant for the care of children; therefore, LTC shall not be admissible while on CCL.

5. Single parent irrespective of gender shall have all rights to avail CCL as recommended by CPC. As per the prescribed guidelines as recommended by the 7th Pay Commission (Central), the CCL should be granted at 100 per cent of the salary for the first year (365 days), but at 80 per cent of the salary for the 2nd year (next 365 days).

vii. Sabbatical Leave:

- (a) The permanent, full time teachers/scientist of the university and colleges under AAU who have completed 7 (seven) years' of service as an Associate Professor and equivalent or a Professor and equivalent may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (b) Any other permanent, full-time employees of the University and colleges under AAU who have completed 10 (ten) years' of service may be granted Sabbatical Leave to undertake any entrepreneurship activity in partnership with the University as well as professionally required proficiency/programme in the interest of the University.

Eligibility and Salient Features :

- i. The Sabbatical Leave shall be granted not exceeding 01 (one) year, at a time and maximum 02 (two) years in the entire service life of the teacher/scientist/employee. The gap between the two occasions of sabbatical leave shall be minimum 03 (three) years.
- ii. The teacher/scientist/employee who is either on deputation with other organizations or has not completed 03 (three) years of service in the University after returning/rejoining from deputation (outside University) shall not be considered for sabbatical leave.
- iii. The teacher/scientist/employee must have at least five years' service left before superannuation after completion of the sabbatical leave.
- iv. Vigilance Clearance is mandatory for the teacher/scientist/employee applying/being considered for sabbatical leave.
- v. The teacher/scientist who has availed study leave, would be entitled to the sabbatical leave after the expiry of minimum 05 (five) years from the date of his/her joining back the University after completion of study leave.
- vi. A teacher/scientist/employee on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research

assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

- vii. The Sabbatical leave shall not be combined with any other kind of leave.
- viii. Teacher/Scientist can, however, be allowed to accept ad-hoc teaching/research assignment or provide consultancy to organizations/institutions related to agriculture/allied fields with remuneration/fee.
- ix. During the period of sabbatical leave, the teacher/scientist/employee will continue to retain official residential accommodation that was allotted to him/her.
- x. If the teacher/scientist/employee fails to report for duty from the date of expiry of the sabbatical leave, his/her period of such absence shall be treated as unauthorized absence.

Pay and Allowances

- i. During the period of sabbatical leave the teacher/scientist/employee shall be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position. However, in the event of teacher/scientist/employee receiving remuneration/ stipend/ honorarium/ fee/ consultancy fee etc. From the organization/institution where he/she has preceded after sanction/grant of sabbatical leave, his/her pay and allowances shall be reduced to that extent.
- ii. During the period of sabbatical leave, the teacher/scientist/employee shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Other Conditions:

- i. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with application for grant of leave.
- ii. On return from leave, the teacher/scientist/employee shall report to the AAU authority, the nature of studies, research or other work undertaken during the duration of the leave through a Committee to be constituted by the Vice Chancellor, AAU.

viii. Surrogacy Leave :

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of Assam.

ix. Work Related Illness and Injury Leave :

The authority competent to grant leave may grant Work Related Illness and Injury Leave (hereinafter referred to as WRIL) to an employee (whether permanent or temporary), who suffers illness or injury

that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position on production of medical certificate issued by AAU Medical Officer/Registered Medical Practitioner.

(1) Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIL.

(2) Beyond hospitalization, WRIL shall be governed as follows:-

a) An employee shall be allowed to draw full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account.

(3) No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRIL.

x. Special Leave Connected to Inquiry of Sexual Harassment:

Leave up to a period of 90 days may be granted to an aggrieved female AAU Employee on the recommendation of the Internal Committee or the Local Committee, as the case may be, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female employee under this rule shall not be debited against the leave account.

xi. Special Disability Leave :

- (i) It is granted to an AAU employee who is disabled by injury inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.
- (ii) It is not granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed.
- (iii) Such leave may be combined with leave of any other kind.
- (iv) Maximum period 24 months.
- (v) Such leave will count as duty in calculating service for pension.

xii. Leave Rule for Probationer:

A probationer is entitled to all kinds of leave admissible under the rules as if he/she had held his/her post substantively i.e. he will be treated as permanent AAU employee in regard to the **rate** of earning, grants of leave and the other conditions.

xiii. Compensatory Leave :

Members of employees who are required to perform duty for full prescribed hours of work on Sunday or other off days are granted compensatory leave in lieu.

It can be accumulated for not exceeding **5 (five) days** in a year and it should ordinarily be allowed within a month of its becoming due.

It may be allowed to be prefix or suffix to regular leave of casual leave, subject to approval.

xiv. Leave on Transfer :

An employee transferred to another district within jurisdiction of AAU in the interest of University services only may be granted a preparatory leave for a period of not exceeding **5 (five)** days subject to approval of competent authority.

5. Leave Account:

A leave account of each employee of the University shall be maintained by the authority competent to grant leave.

In the event of **deputation/lien** from AAU to any departments/offices under Central Government, State Government etc. his/her up-to-date leave account shall be transferred to the concerned employer.

Similarly, in the event of joining in the AAU services on **deputation/lien**, the incumbent will submit his/her previous leave account to the AAU through proper channel.

6. Leave Salary:

- 1) An employee on earned leave shall be entitled to leave salary.
- 2) An employee on half pay will be entitled to leave salary equal to half the pay.
- 3) An employee on maternity leave shall be entitled to leave salary as on earned leave.
- 4) An employee on study leave/Skill Enhancement Leave will be entitled to leave salary as per the rule of Study Leave/Skill Enhancement Leave.
- 5) An employee on extra ordinary leave shall not be entitled to any leave salary.

7. Authority to grant leave:

The authority to grant leave shall be the appointing authority or any other competent authority which is delegated with such powers by the University from time to time.

Note:

- (i) The authority granting leave will be expected to see that leave is not applied for on flimsy grounds and adequate arrangement is made for ensuring that work in the University is carried on during the absence of the employee on leave. To avoid is location of University work no employee would be granted leave more than once in the course of a month except on medical grounds.
- (ii) Even authority competent to sanction casual leave shall be responsible for the proper maintenance of a casual leave registrar in the form that may be prescribed in respect of employee under this administrative control.

- (iii) A copy of every order granting leave other than casual leave shall be communicated to the Registrar and the Comptroller.
- (iv) In forming application from any of his subordinate(s) for short leave of absence the official concerned should at arrangements for carrying on his work during the absence of the subordinate(s).
- (v) When a University employee proceeds on or returns from leave of any kind, he/she should immediately report the fact direct to the officer who granted him leave as well as to the Comptroller.
- (vi) An employee proceeding on leave of any kind except casual leave must, before their departure, furnish the registrar, the Comptroller and the Head of Deptt. to which he belong, as the case may be, with leave addresses to which communications can, if necessary be made to him during the period of the leave.

Tabular illustration for Authority to grant leave :

(A) Vice-Chancellor's Leave:

- (i) Up to 15 days: Self, as per availability, with intimation to the Chancellor.
- (ii) Beyond 15 days: Chancellor's approval.

(B)

Type of Leave	Category of Officer/Staff	Forwarding Recommending Authority	Sanctioning Authority
Casual Leave including Head Quarter leave permission, Special Casual Leave, Earned Leave, Leave on Half Pay, Extra Ordinary Leave, Commuted Leave, Leave not due, Duty Leave, All Special Types of Leave except Study Leave and Sabbatical Leave	Registrar, Comptroller, Dean, Directors, Chief Librarian, other Statutory Officers and Secretary to the Vice-Chancellor	--	Vice-Chancellor
Sabbatical Leave	Teachers, Faculties, Scientist, Employees	Sabbatical Leave Committee	BoM/ Vice-Chancellor
Study Leave	Teachers, Faculties, Scientists	Academic Council	Vice-Chancellor
Skill Enhancement Leave	Non-teaching employees	Skill Enhancement Leave Committee	Vice-Chancellor

Casual Leave including Head Quarter Leave permission, Special Casual Leave, Earned Leave, Leave on Half Pay, Extra Ordinary Leave, Commuted Leave, Leave not due, Duty Leave, Medical Leave, Maternity Leave, Paternity Leave, Child Care Leave, Leave for Probationer, Compensatory Leave	All employees except Statutory Officers and Secretary to the Vice-Chancellor	--	Controlling Officer, Head of the office/establishment. N.B.: Permissions for Head Quarter Leave for the purpose of visiting abroad to be obtained from the Hon'ble Vice-Chancellor.
Leave on special circumstances such as Quarantine Leave, Child adoption leave for Female and Male employees, Surrogacy Leave, Work Related Illness and Injury Leave, Special Leave connected to inquiry of sexual harassment, Preparatory Leave on Transfer	All employees except Statutory Officers and Secretary to the Vice-Chancellor	Controlling Officer, Head of the office/establishment	Vice-Chancellor

8. Leave Rules for University Press Employee:

The University Press employee shall be governed by the leave rules of the Government of Assam applicable to the Assam Govt. Press employee.

9. Leave Rules for Research Fellows and Scholars:

Reasonable leave not exceeding six weeks in a year may be granted to a fellow or scholar by the Head of the Deptt. on the recommendation of the supervisor and the period of such leave shall be treated as part of the Scholars fellow's tenure of this period not more than 5 weeks may be granted at the end of the period of scholarship/ fellowship leave for uncompleted year may be awarded on prorated basis. Within this quota casual leave limited to 12 days in a year not exceeding 8 days at a time may be allowed to the Scholar/ Fellow.

However the rules are subject to change/modified automatically as and when any change/modification notified by UGC/ICAR.

10. Doubts & Difficulties:

If any doubt or difficulty arises with regard to the interpretation or application of any of the provision of these Rules, the Vice-Chancellor may refer the matter to the Board whose interpretation or decision shall be final.

Annexure-I

Assam Agricultural University
APPLICATION FOR SKILL ENHANCEMENT LEAVE
(Non-Teaching Staff)

1. Name of the applicant:
2. Present Designation:
3. Establishment/ Office/Department:
4. Date of first joining at AAU:
5. Date of birth:
6. Date of superannuation:
7. Duration of leave applied for:
8. Programme / Course of study proposed:
9. Minimum qualification required for the programme / course:
10. University / Institute where the proposed study will be carried out:
 - a) Name of the University:
 - b) Address:
 - c) Department:
 - d) Name of Supervisor / Guide (if applicable):
 - e) Plan of study [attach separate copy]:
11. (a) Whether any kind of stipend/scholarship is offered (write Yes / No):
(b) If yes, amount of the stipend / year:
12. Did you take University's permission to apply for the said programme in the proposed place of study?
13. How is the course of study/programme going to be helpful in the present work/role of the applicant at AAU?
14. (a) Did you avail Skill Enhancement Leave on any earlier occasion (Write Yes / No):
(b) If yes, please give the following details –
 - (i) Name of the programme / course:
 - (ii) Name of the University / Institution:
 - (iii) Period of Skill Enhancement Leave availed:

I do hereby declare that I would sign the agreement bond if I avail of the Skill Enhancement Leave.

I do hereby declare that during the period of Skill Enhancement Leave, the University will have the liberty to call me back for rendering official duty, on emergency circumstances, and I shall abide by the order/direction of the Competent Authority.

Signature of the applicant: _____

Date:

Name of the applicant: _____

Comment of the Controlling Officer /Head of the Department:

- a) Usefulness of the programme / course of study for the University:
- b) How **are** the duties going to be managed if the applicant is granted Skill Enhancement Leave?
- c) Total number of non-teaching staff in the Department / Office:
- d) Number of non-teaching staff at present availing Skill Enhancement Leave with particulars:

Signature of the Controlling Officer/ HoD